

<b>DIVISION OF MINERAL MINING PROCEDURE MANUAL</b>		<b>PROCEDURE NO.</b>	5.7.00
		<b>ISSUE DATE</b>	9/12/2002
<b>SUBJECT</b>	Education and Training Plan and Service	<b>Section</b>	Training & Certification
		<b>Last Revised</b>	

**OBJECTIVE AND INTENT:**

To establish procedures for record keeping for services provided under DMM's Education and Training Plan and Services Programs and additional MSHA States Grant training initiatives.

**PROCEDURES:**

**Records Retention of Training Records**

- All training records (class rosters, notes, and evaluation form summaries) shall be maintained in a File Storage cabinets located in the Library. These files are also maintained as records of services provided under the MSHA States Grant funding and are retained for availability in the event of audits by MSHA's Office of Education and Policy Development.
- All class rosters, evaluation forms, and associated notes from classes and mine and contractor training events conducted by DMM during a fiscal year shall be kept for 3 years.
- Mid-Year and Year-End statistics for the MSHA Grant Reports shall be compiled and documented on the appropriate MSHA forms by the Safety Engineer, and forwarded to the Division of Mines' Grants Administrator for incorporation into DMME's mid-year and annual MSHA State Grants Program reports.
- Certification Course Records (e.g., certification applications, exam results, etc.,) shall be maintained separately in accordance with the policies and procedures established in Training and Certification Policy 5.01.00.
- Mine inspectors shall use the E&T Service Data Collection and Report System located on their laptop computers to record details about specific class or training event. Training related information shall be reported by each inspector using the data entry forms on the inspector's laptops. Each inspector shall upload training records into the Enforcement system, which will automatically populate the E&T database.